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CITY CLERK'S OFFICE LETTER TO COMMISSION

OFFICE OF THE CITY MANAGER NO. LTC # 312-2012

TO:

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Kathie G. Brooks, City Manager Kalh

DATE:

December 4, 2012

SUBJECT:

Staffing Changes

The purpose of this Letter to the Commission (LTC) is to inform the Mayor and City Commissioners of upcoming staffing changes that will be taking place in order to continue serving the needs of our organization and community.

The recruitment for a new Human Resources Director is well underway. Human Resources is in the process of screening applications to identify the top candidates and interviews will be scheduled within the next few weeks. As you know, Rafael Granado, City Clerk has been assisting the Human Resources Department in an advisory capacity on day-to-day issues. However, due to the revised reporting structure that passed via referendum in November 2012, the City Clerk will begin reporting to the Office of Mayor and City Commission effective December 12, 2012.

To continue to ensure that the Department has the oversight and direction needed until the Director is selected, I have appointed Carla Maglio Gomez, as the Assistant Director of Human Resources overseeing the day-to-day operations of the Divisions of Recruitment, Compensation, Benefits and Risk Management, while Sylvia Crespo-Tabak will continue to oversee the Divisions of Employee Relations and Labor Relations of the Human Resources Department. Both positions will be reporting directly to me until the new Human Resources Director has been selected. Ms. Gomez will also continue to provide support as the Special Projects Administrator to my office.

In addition, the City has selected Sonia Bridges as the City's new Risk Manager who will begin employment with the City effective December 17, 2012. Ms. Bridges will be joining us from Miami-Dade County, where she has worked for over twenty-four years in the Risk Management field. In order to ensure a smooth transition, I have asked former Risk Manager, Clifton Leonard, who has been working on a part-time basis, to continue to do so in order to assist with the transition. We estimate this transition period to take approximately two months, but will reevaluate the progress of the transitional period at a later date.

As you may recall, in conjunction with the Independent Contractor Agreement that was approved for Economic Development Director Kevin Crowder by the City Commission at the November 14, 2012 City Commission meeting, it had been contemplated that Maria Poncel, Redevelopment Coordinator would assume the additional duties for the Economic Development Director position upon the departure of Kevin Crowder, However, I have just learned that Ms. Poncel has

accepted an offer with another employer and will be separating from the City in January 2013. In addition, I have also just learned that Public Works Director Fred Beckmann will be retiring in January 2013. In anticipation of both of their departures, we will begin recruiting for a new Economic Development Director and a Public Works Director as quickly as possible.

As the interim City Manager, I remain committed to ensuring that our residents, businesses and visitors continue to receive the highest levels of services. I will keep you informed as the need for additional organizational changes arise.

Should you have any questions or need any additional information, please feel free to contact me.

KGB/cg